



Archives and Digital Collections Assistants

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Prepared by Los Angeles/Orange County Center of Excellence for Labor Market Research

Occupation Codes and Descriptions

Currently, there are three occupations in the standard occupational classification (SOC) system related to archives and digital collections assistants. In terms of SOC codes, these job titles and responsibilities are most closely related to library technicians, assistants and workers. A list of occupation titles, job descriptions and reported job titles is included in Exhibit 1.

Exhibit 1 – Occupations, job descriptions and sample job title(s)

SOC Code	Title	Description	Sample of Reported Job Titles
25-4031	Library Technicians	Assist librarians by helping readers in the use of library catalogs, databases, and indexes to locate books and other materials; and by answering questions that require only brief consultation of standard reference. Compile records; sort and shelve books or other media; remove or repair damaged books or other media; register patrons; and check materials in and out of the circulation process. Replace materials in shelving area (stacks) or files. Includes bookmobile drivers who assist with providing services in mobile libraries.	Acquisitions Technician, Assistant Librarian, Library Aide, Library Assistant, Library Associate, Library Clerk, Library Specialist, Library Technical Assistant (LTA), Library Technician, Page Technician
43-4121	Library Assistants, Clerical	Compile records, sort, shelve, issue, and receive library materials such as books, electronic media, pictures, cards, slides and microfilm. Locate library materials for loan and replace material in shelving area, stacks, or files according to identification number and title. Register patrons to permit them to borrow books, periodicals, and other library materials.	Acquisitions Assistant, Cataloging Assistant, Circulation Supervisor, Library Aide, Library Assistant, Library Circulation Assistant, Library Clerical Assistant, Library Clerk, Library Services Assistant, Library Technical Assistant

25-9099	Education, Training, and Library Workers, All Other	All education, training, and library workers not listed separately.	"All Other" titles represent occupations with a wide range of characteristics which do not fit into one of the detailed O*NET-SOC occupations. O*NET data is not available for this type of title.
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Source: O*NET Online

Current and Future Employment

Since there is no delineation in the SOC between traditional library workers and digital library workers, traditional labor market data for library technicians and assistants is used to forecast demand in the region. In Los Angeles County, the number of library technician and assistant jobs is expected to increase by 8% percent over the next five years. Nearly 370 job opportunities will be available annually for this group of occupations by 2021 due to new job growth and replacement need (e.g., retirements). Exhibit 2 contains detailed employment projections data for these occupations. The labor market data for education, training, and library workers, all other (25-9099) includes multiple occupations and does not focus solely on library workers; therefore, this data was omitted.

Exhibit 2 – Five-year projections for Library Technicians and Assistants in Los Angeles County

SOC	Occupation	2016 Jobs	2021 Jobs	2016 - 2021 Change	2016 - 2021 % Change	Annual Openings
43-4121	Library Assistants, Clerical	3,842	4,100	258	7%	176
25-4031	Library Technicians	2,786	3,042	256	9%	192
TOTAL		6,628	7,142	514	8%	368

Source: Economic Modeling Specialists International (EMSI) – 2017.2

Earnings

In Los Angeles County, the entry-level average wage for library technicians is \$13.48 per hour, which is above the MIT Living Wage¹ estimate of \$13.08 per hour for a single adult living in Los Angeles County. The average annual earnings for library technicians in Los Angeles County is \$42,328 per year, assuming full-time employment.

Exhibit 3 contains hourly wages and annual average earnings for these occupations. Entry hourly earnings is the 10th percentile wages, median hourly earnings is the 50th percentile of wages, experienced hourly earnings is the 90th percentile of wages.

Exhibit 3 – Earnings for Library Technicians and Assistants in Los Angeles County, 2016-2021

SOC	Occupation	Entry-Level Hourly Earnings	Median Hourly Earnings	Experienced Hourly Earnings	Average Annual Earnings
43-4121	Library Assistants, Clerical	\$9.58	\$13.11	\$22.80	\$30,118
25-4031	Library Technicians	\$13.48	\$19.79	\$28.75	\$42,328
TOTAL		\$11.21	\$15.91	\$25.29	\$35,325

Source: Economic Modeling Specialists International (EMSI)

Employer Job Postings

Real-time labor market information is used to provide a more nuanced view of the current job market, as it captures job post advertisements for occupations relevant to the field of study. Employer job postings are consulted to understand who is employing archives and digital collections assistants and what employers are looking for in potential candidates. To identify job postings, the following search parameters were used:

Title(s): archive* ass*, digital archive*, digital asset, document preserv*, metadata, digital workflow AND
Education: High school or vocational training, associate degree or not specified
AND
Keyword: librar*

¹ MIT Living Wage Calculator. <http://livingwage.mit.edu/>

Top Titles

The top job titles for employers posting job ads for archives and digital collections assistants are listed in exhibit 4. Nearly half (44%) of the job postings include “digital asset” in the job title (11 postings).

Exhibit 4 –Job titles (n=25)

Title	Job Postings, Full Year 2016	Title (Cont'd)	Job Postings, Full Year 2016
Digital Asset Manager	4	Senior Metadata/Library Services Specialist	2
Digital Asset Coordinator	3	Assistant Digital Asset Coordinator	1
Archives Assistant	2	Assistant Manager	1
Curriculum Designer	2	Digital Asset Management Graduate Intern	1
Digital Asset Specialist	2	Metadata Specialist	1
Metadata Assistant	2	National Account Manager	1
Metadata Coordinator	2	Network Manager	1

Source: Labor Insight/Jobs (Burning Glass)

Top Employers

Exhibit 5 lists the top employers hiring archives and digital collections assistants in the region. Top employers postings job ads locally in 2016 included: California State University, Age of Learning, Incl. and SDI Media. The top worksite cities in the region for these occupations were Los Angeles (48% of postings), Long Beach (12%) and Glendale (12%).

Exhibit 5 – Top employers (n=25)

Employers	Job Postings, Full Year 2016
California State University	3
Age of Learning, Inc.	2
SDI Media	2
Auto-Graphics Incorporated	1
Cal Poly Pomona	1
Defy Media, Inc.	1
Disney	1
Industry Art Works	1
NBC	1
RAC Design Build	1
Revolution Technologies	1

Source: Labor Insight/Jobs (Burning Glass)

Top Skills

Job-specific skills desired by employers are Microsoft Office and operating systems, asset management, extensible markup language (XML), FileMaker Pro, and Adobe Photoshop.

Exhibit 6 –Job skills (n=22)

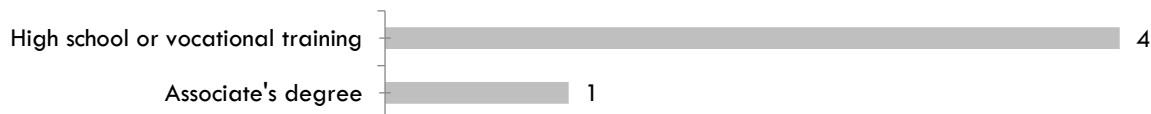
Skills	Job Postings, Full Year 2016
Microsoft Office & Operating Systems	21
Asset Management	7
Extensible Markup Language (XML)	5
FileMaker Pro	5
Adobe Photoshop	4

Source: Labor Insight/Jobs (Burning Glass)

Advertised Education Levels

Exhibit 7 displays the education level requested by employers in online job ads. In 2016 the majority of archives and digital collections assistant employers were looking for a candidate with a high school diploma or vocational training. Approximately 80% of job postings did not specify a level of education.

Exhibit 7 – 2016 online job ads with minimum advertised education requirements for archives and digital collections assistants (n=5)



Source: Labor Insight/Jobs (Burning Glass)

Industry Concentration

Library technicians and assistant jobs are most often found in local government (43% of total jobs in the industry). Exhibit 7 shows the industries that are the largest employers of library technicians and assistants in Los Angeles County.

Exhibit 7 – Industries with the largest concentration of Library Technicians and Assistants, 2016

NAICS (6-Digit)	Industry	Occupation Group Jobs in Industry (2016)	% of Occupation Group in Industry
903999	Local Government, Excluding Education and Hospitals	2,844	42.9%
611310	Colleges, Universities, and Professional Schools	1,140	17.2%
519130	Internet Publishing and Broadcasting and Web Search Portals	654	9.9%
902612	Colleges, Universities, and Professional Schools (State Government)	638	9.6%
903611	Elementary and Secondary Schools (Local Government)	603	9.1%

Source: Economic Modeling Specialists International (EMSI)

Education and Training

Student completion data was compiled for California community college (CCC) programs that train students for these occupations. Exhibit 9 shows the typical entry-level educational requirement for the occupations of interest, along with the typical on-the-job training requirements, and percentage of workers in the field who hold a community college award or have completed some postsecondary courses. About 32% of the workforce in both occupations combined has completed some community college education.

Exhibit 9 – Education and training requirements (2015-2020)

SOC	Occupation	Typical entry-level education	Typical on-the-job training	% of Community College Award Holders or Some Postsecondary Coursework
25-4031	Library Technicians	Postsecondary non degree award	None	26%
43-4121	Library Assistants, Clerical	High school diploma or equivalent	Short-term on-the-job training	38%

Source: Economic Modeling Specialists International, Bureau of Labor Statistics Employment Projections (Educational Attainment)

Currently, there are two community colleges in Los Angeles County that train students in programs related to library technicians and assistants. Exhibit 10 displays the headcount and annual average community college awards for each of the colleges training in this field. Headcount is the actual number of students enrolled, regardless of credit hours. It is also important to note that an award is not equivalent to a single person in search of a job opening, since a student may earn more than one award (e.g. an associate degree and a certificate).

Between 2012-2015, the total annual average community college awards conferred was 25 (4 associate degrees and 22 certificates) across the program.

Table 10 – CCC Student Awards (by TOP and College)

TOP Code		Program	College	2012 – 2015 Annual Average		
				CCC Headcount	CCC Associate Degrees	CCC Certificates
1602.00	Library Technician (Aide)	Long Beach	549	2	5	6
		Pasadena	91	2	17	19
			640	4	22	25

Source: California Community Colleges Chancellor's Office MIS Data Mart

Student Outcomes

The CTE LaunchBoard provides student outcome data on the effectiveness of CTE programs. The following student outcome information was collected from exiters of the Library Technician (Aide) Taxonomy of Program (TOP) code (1602.00) in Los Angeles County for the 2013-14 academic year.

- The median annual wage after program completion is \$20,905
- 27% of students are earning a living wage
- 72% of students are employed within six months after completing a program

Source: CTE LaunchBoard

Program Recommendation

This report was compiled by the Los Angeles/Orange County Center of Excellence to provide regional labor market data for the program recommendation of Archives and Digital Collections assistants. This report is to help determine whether there is demand in the local labor market that is not being met by the supply from programs of study (CCC and non-CCC) that align with this occupation group.

Based on the data, the COE cannot draw a conclusive recommendation on the Archives and Digital Collections Assistant program in Los Angeles County. Reasons include:

- There were 25 employer job postings for positions related to archives and digital collections assistants in 2016 and an average of 25 community college awards were conferred annually between 2012-2015, signaling neither an over- or under-supply
- Library technicians typically require a postsecondary nondegree award, and 32% of the workforce in both occupations combined has completed some community college education
- About one-quarter of student completers from 2013-14 are earning a living wage, signaling that these positions may not be good-paying jobs

Sources

O*Net Online, Labor Insight/Jobs (Burning Glass), Economic Modeling Specialists International (EMSI), MIT Living Wage Calculator, Bureau of Labor Statistics (BLS) Education Attainment, California Community Colleges Chancellor's Office Management Information Systems (MIS) Data Mart, CTE LaunchBoard, Statewide CTE Outcomes Survey, Employment Development Department Unemployment Insurance Dataset

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Notes

Data included in this analysis represents the labor market demand for positions most closely related to archives and digital collections assistants. Standard occupational classification (SOC) codes were chosen based on the national education level required for employment (associate degree and postsecondary certificate) as well as the proportion of current workers who hold a community college award or have had some community college training. This selection process narrows the labor market analysis to the most relevant employment opportunities for students with community college education and/or training.

Traditional labor market information was used to show current and projected employment based on data trends, as well as annual average awards granted by regional community colleges. Real-time labor market information was used to provide a more nuanced view of the current job market, as it captures job post advertisements for occupations relevant to the field of study. Job postings should not be used to establish current job openings, because the numbers may include duplicate job postings or postings intended to gather a pool of applicants. Real-time labor market information can signal demand and show what employers are looking for in potential employees, but is not a perfect measure of the quantity of open positions.